

EMPLOYEE TRAINING RECORD		
<b>TRAINING TITLE</b> Working Together		
<div style="text-align: center; margin-bottom: 10px;"><b>KEY TEACHING POINTS</b></div> <ul style="list-style-type: none"> <li>Have you ever wondered who writes the safety rules? Has it ever occurred to you that maybe those people who wrote the rules just don't have a clue as to what's really going on out in the field, or out in the plant or in the world for that matter?</li> <li>Well let's take a look at these people who wrote the rules: It was the guy we've all heard about who cut two of his fingers off after he wired up the guard on a circular saw. He was helped by the machinist who didn't have the time to go back to the lunch room for her safety glasses and lost an eye when the bit broke in the drill press. They both got advice from the fellow who had his head split open by a falling hammer because he just plain didn't like to wear hard hats.</li> <li>I think you get my point here. If not, then let me put it another way: Each and every safety rule came about because someone was hurt, maimed or killed. Their misfortune contributed to our knowledge of how accidents happen and how to avoid them. Rules came into being in order to help you avoid a similar accident or injury.</li> <li>The City is very interested in your safety. It has provided you with the tools, equipment and working conditions that will help you do your best. But in return, the City expects certain things from you. It expects your cooperation in abiding by the rules, in assisting your fellow workers with a willing attitude, by helping your foreman by following their instructions and by your valuable comments and suggestions. It also looks for your cooperation by maintaining your physical fitness to perform your job, by not showing up sick or under the influence of drugs or alcohol, and by getting the proper rest at night.</li> <li>Safety rules benefit everyone. By working together with the City and your fellow employees to ensure a safe working environment, you are in many ways ensuring your own well being. It is not just a tired old phrase to say SAFETY FIRST. In fact, it's the only phrase that makes sense when it comes to getting the job done, on time, cost effectively, and most importantly, a happier, healthier you when it's complete.</li> </ul>		
<b>TEST</b>		
<b>QUESTION</b>	<b>ANSWERS</b>	
	<b>TRUE</b>	<b>FALSE</b>
1 Each and every safety rule came about because someone was hurt, maimed or killed.		
2 The City looks for your cooperation by maintaining your physical fitness to perform your job, by not showing up sick or under the influence of drugs or alcohol, and by getting the proper rest at night.		
3 By working together with the City and your fellow employees to ensure a safe working environment, you are in many ways ensuring your own well being.		
4 The City expects your cooperation in abiding by the rules, in assisting your fellow workers with a willing attitude, by helping your foreman by following their instructions and by your valuable comments and suggestions.		
5 Safety rules benefit everyone.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

1. True   2. True   3. True   4. True   5. True